

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
MARIE TROMBLEY, DEPUTY

NOTICE OF VACANCY

RECORDING CLERK

GRADE 7

SALARY: \$ 30,204.00

THE WARREN COUNTY CLERK'S OFFICE IS SEEKING APPLICANTS FOR THE POSITION OF RECORDING CLERK- FULL TIME. DUTIES INCLUDE EXAMINING AND PROCESSING A HIGH VOLUME OF DOCUMENTS RELATIVE TO REAL PROPERTY AND COURT PROCEEDINGS WHICH HAVE BEEN RECORDED AND/OR FILED IN THE OFFICE OF THE COUNTY CLERK. EMPHASIS IS ON COMPUTERIZED INDEXING AND SCANNING TECHNOLOGIES AS THEY APPLY TO THE RECORDING PROCESS. POSITION REQUIRES INTERACTION WITH PUBLIC AND PROFESSIONAL SECTOR. MUST BE PROFICIENT ON COMPUTER.

MINIMUM QUALIFICATIONS: GRADUATION FROM HIGH SCHOOL OR POSSESSION OF A HIGH SCHOOL EQUIVALENCY DIPLOMA AND EITHER:

- 1.) GRADUATION FROM A REGIONALLY ACCREDITED OR NEW YORK STATE REGISTERED COLLEGE OR UNIVERSITY WITH AN ASSOCIATE DEGREE IN BUSINESS OR SECRETARIAL SCIENCE, OR
- 2.) TWO (2) YEARS OF FULL TIME PAID CLERICAL EXPERIENCE WORKING WITH LEGAL INSTRUMENTS, RECORDS, AND/OR CASE FILES IN A DEPARTMENT OF GOVERNMENT, LAW OFFICE OR TITLE COMPANY WHICH MUST HAVE INCLUDED TYPING AND USE OF PERSONAL COMPUTER AND COMMON APPLICATIONS AS A MAJOR FUNCTION OF THE JOB.

THIS WILL BE A PROVISIONAL APPOINTMENT WITH EXAMINATION TO BE HELD AT A LATER DATE. CANDIDATE MUST MEET CIVIL SERVICE REQUIREMENTS FOR APPOINTMENT FOLLOWING ESTABLISHMENT OF ELIGIBLE LIST. APPLICANT MUST BE A WARREN COUNTY RESIDENT.

APPLICATIONS WILL BE ACCEPTED UNTIL SEPT. 30, 2015. APPLICATIONS FORMS ARE AVAILABLE AT: WWW.WARRENCOUNTYNY.GOV/CIVILSERVICE .

APPLICATIONS ARE TO BE MAILED/DELIVERED TO:
WARREN CO. CLERK'S OFFICE
ATT: PAMELA J. VOGEL, COUNTY CLERK
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845

Warren County is an EOE/AA Employer.